

## **VIDEO PRODUCTION SPECIALIST**

### **DISTINGUISHING FEATURES**

The fundamental reason the Video Production Specialist exists is to perform highly technical work coordinating and producing quality video programs for the City's cable TV programming, and assist City departments with video production training. These tasks will be done with an emphasis on keeping residents and employees informed and done in a cost effective method in the Communications and Public Affairs Department. This classification is not supervisory. Work is performed under general supervision by the Video Production Manager.

### **ESSENTIAL FUNCTIONS**

Writes, shoots, and edits video programs for cable cast on the City municipal channel; writes, shoots and edits video programs for internal use for City employees, conducts video training classes for City staff; acts as supervisor when Video Production Manager is not available.

Programs and monitors an automated video system for program playback on the channel ensuring the delivery of a quality service to the resident.

Supports other staff members and is a team player by helping out other personnel with their video production needs. Listens and communicates effectively with all those encountered in the course of work.

Observes and monitors staff to determine compliance with prescribed operating and safety standards.

Goes on location in the City's video production remote truck, drives truck to scene, sets up, shades cameras, supervises crew, directs shoot, strikes set and other related duties.

Is a quality performer who is driven by opportunities to continuously improve, and demonstrates respect for people at all levels of the organization.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Creating quality video programs from original concept through completion.  
Television production equipment.

Ability to:

Demonstrate a commitment to teamwork and quality in everyday tasks.

Assume ownership in completion of projects.

Bend and stoop in order to work in small cramped areas.

Lift 20-50 pounds.

Work at heights higher than 10 ft.

Communicate professionally and effectively, both orally and in writing with City Officials, co-workers, and the public.

Maintain regular consistent attendance and punctuality.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Operate a variety of standard office equipment, including a personal computer and a variety of computer software that requires continuous and repetitive eye and arm or hand movements.

**Education & Experience**

Any combination of training and experience equivalent to a four year degree in Mass Communications, Broadcasting, or Video Communications, including at least two years recent experience in a television station, cable television production studio, or other production environment.

Requires the ability to operate a motor vehicle using a standard Arizona Drivers License and no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified